

25 YEAR RE-REVIEW

~~CONFIDENTIAL~~

EO 3694

23 November 1954

MEMORANDUM FOR: Chief, Clerical Placement

SUBJECT: Changes in Preparation of Training Evaluation Reports

1. A recent modification in OTR policy concerning training evaluation provides for two portions of the training evaluation report, Part I to be a report of achievement and any related factual comment on student performance, and Part II, to convey any comment on personality traits or characteristics, both positive and negative in character, observed in the course. Part I of the report will continue to become a part of the student's personnel file. The copies of Part II which you receive will be sent to the supervisor for his information, and are not to be retained for the individual's personnel folder.

2. This policy also provides for showing the achievement ratings to the student. An additional copy of Part I, therefore, is being sent to you to be transmitted to the supervisor.

3. The four copies of the evaluation report you receive are to be distributed as follows:

- a. Two copies of Part I and Part II to be sent to the branch chief and supervisor for their use.
- b. One copy of Part I to be sent to the branch chief and supervisor to be shown to the student.
- c. One copy of Part I to be retained in the student's personnel folder.

4. If there are any questions concerning this procedure, please contact Chief, Assessment and Evaluation Staff, extension [redacted]

FOR THE DIRECTOR OF TRAINING:

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[redacted] Chief
Assessment and Evaluation Staff

Attachments: 1

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